

**San Juan River Village Metropolitan District**  
**Regular Monthly Meeting Minutes**  
February 13, 2020

The meeting was called to order at 6:35 pm by Steve Wilkins, Vice President. The directors present were Bill Wittwer (via phone) and Addi Greer. Cynthia Purcell, District Manager, took minutes.

A notice of appointment was signed and presented to Addi Greer. Addi then signed the oath of office.

Addi moved to approve the minutes from December 12, 2019. Bill seconded and the motion carried.

**Maintenance Operator's Report:**

Tim and David are attending the Colorado Rural Water Association Conference this week to earn Training Units to test for their systems operator licenses and were not present. Cynthia gave an update in their absence.

**Road Department Report:** Cynthia reported that Doug Hampton took the grader out to clear the slush off the roads and it broke down – leaking fuel. He finished up the job using the backhoe and his plow truck. Tim will work on the grader when he returns. Steve asked about the barricades across Steep St. and whether or not homeowners should be notified that the road is closed, possibly erecting a sign at the entrance. This item was tabled until next month when Tim and Doug could be present to discuss it.

**Water Department Report:** The water usage was reviewed for December – 257,400 gallons and January – 512,950 gallons. Tim sent David home early today from the conference to repair a homeowner's frozen valve.

**Sewer Department Report:** Cynthia reported that the Little Beaver lift station is operating well now. The pumps had been seizing up due to excess buildup on them. Tim consulted with the manufacturer and they tweaked the timing of the pumps firing on and it has helped immensely.

**Parks & Recreation Report:** Steve reported that a homeowner had requested that the brush under the bridge be removed before the spring runoff to prevent erosion issues further down the river. Cynthia reported that the Watershed Enhancement Partnership would like to attend the POA and Metro District meetings next month to give an update on their efforts to enhance the river through the SJRV for all water users.

**David's Training Progress:**

David and Tim are cleaning out old files and working on organizing information in both physical form and digital. Gene provided David with a digital inventory sheet to track supply needs. David has gone through the list and identified quantities and vendors to purchase each item from. He and Tim will clean out the shed this spring and update the inventory list with quantities on hand. They have developed a system for reporting and replenishing supplies using the new sheet. A Google calendar was created to help them stay on top of daily, weekly, monthly, quarterly and yearly tasks. It also incorporates the water monitoring schedule and misc. deadlines. A CIP will be needed in March. A cheat sheet will be developed and laminated as Tim coaches David through this process.

**Public Comment Period:** N/A

**Administrative Report:**

The District is in compliance. Cynthia reported that this is a candidate election year. The election cycle for special district's has changed to odd years. That means that for this candidate election year there will be 3 candidates elected for a 3 year term and 2 candidates elected for a 2 year term. She presented the board with a resolution outlining how the election will be conducted and designating her as the Election Official. After review, Steve moved to adopt Resolution 2020-01 Election Resolution. Bill seconded and the motion carried. Steve signed the resolution and Addi attested. Both Steve and Addi submitted a self-nomination and acceptance form for a 3 year term. There is currently 1 board vacancy.

Twenty-three delinquencies totaling \$6,149.55 were noted.

**Treasurer's Report:**

Cynthia reported on the P&L's, Balance Sheet, General Fund, Sewer Fund, and Water Fund for January, 2020. Steve moved to accept the financials. Bill seconded and the motion carried. There were no bills presented for payment.

**Old Business:**

No old business.

**New Business:**

Cynthia reported that financial data and monthly customer water usage data has been provided to Steve Omer for the water/sewer rate study he is working on for the District. Tim will be providing additional detailed water data as well. Rates have not been updated since 2012. Due to growth, new development, current and future regulations, and facility and infrastructure projects that have taken place since then, the rates are out of date. The comprehensive study is anticipated to be complete in May.

The board discussed moving forward with the construction of the maintenance building. Steve has been in contact with Jeff Hester about obtaining quotes for construction costs and possibly overseeing the project. He is also working to obtain quotes for a metal building. Cynthia is working with the district's insurance carrier regarding construction liability. She can apply for a building permit as soon as the construction materials have been decided on. The board briefly discussed how to go about selling the newly created four vacant lots. The sale of the lots will help offset the cost of the new building.

There were no whole house water filtration rebate applications to review this month.

Bill reported there were no new well permit applications.

**Other Business:**

Steve reported that there was not a POA meeting this month due to a lack of quorum.

There being no other business, Steve adjourned the meeting at 7:34pm.

Respectfully submitted,

Cynthia Purcell  
District Manager